



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Instructional Services Division of Special Programs Program for the Gifted	Application Number <b>82-41</b>	
Application Number		Date Received <b>FEB 8 1982</b>	Date Completed <b>FEB 17 1982</b>
2. Person to Contact Margaret O. Bynum		Working Title Coordinator	Telephone Number 656-2428
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1958      present	5. Records Series Title (followed by title used in office, if different)  PROGRAM FOR THE GIFTED COORDINATOR'S SUBJECT FILES		
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Coordinator of Programs for the Gifted is responsible for planning, organizing and administering a statewide program for gifted students that will enable local education agencies to meet the educational needs of identified gifted students and the mandates of state and federal regulations. The Coordinator supervises consultants who work with local education agencies and others; and provides assistance to local education agencies in planning, implementing, operating and evaluating special education programs for the gifted. The Coordinator is also responsible for planning and implementing a statewide staff development program for personnel in the area of the gifted; preparing state and federal budgets for the program; and administering a federally funded state program in the area of the gifted.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: <b>all</b> areas of interest of the Coordinator of Program for the Gifted.  Included are: documents concerning the general administration of the Program, including correspondence and memoranda to and from system superintendents, teachers, inter and intra-departmental personnel and other individuals relating to programs for gifted students; information concerning special programs and activities such as Georgia Supporters of the Gifted; plans, reports, etc. relating to workshops, seminars and conferences; reports and studies of advisory committees, Governor's Task Force, and other special study committees; documents reflecting Coordinator's and staff's participation in professional associations; statistical reports of school system activities; Program goals, objectives and plans, and internal office policies and procedures; staff activity reports; staff development program materials including data on certification, orientation and intern programs; and material relating to internal office administration, such as budget data, biographical data on staff (consultants), job descriptions, etc. Also in-			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>8</u> ; Seven to twelve months old <u>8</u> ; Thirteen to twenty-four months old <u>seldom</u> ; twenty-five months and older <u>seldom</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? Documents Program for the Gifted in Georgia
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? some memoranda and reports in local school system and Dept. of Ed. Division offices
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 1 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Based on office reference requirements

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

*Margaret D. Lymum - 2-4-82*

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Weyman Culp</i>	<i>2/5/82</i>	<i>Walker L. Baumgardner</i>	<i>2-5-82</i>

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	<i>2-16-82</i>
Secretary of State/Designee	<i>Carroll Hard</i>	<i>2-16-82</i>
Attorney General/Designee	<i>[Signature]</i>	<i>2-17-82</i>

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)